



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

DEPARTMENT OF REVENUE

1025 Union Avenue SE v PO Box 47463 - Olympia, WA 98504-7463
(360) 570-6181 v TTY (360) 664-0580

Recruitment
Announcement #: L01008-OC

Opens: May 9, 2001
Closes: Until further notice

REVENUE AUDITOR 2 (15300)

SALARY: \$2551 - \$3256 per month (Range 44)

LOCATION: The register established by this recruitment will be used to fill vacancies as they occur statewide.

WHO MAY APPLY: This recruitment is open on an open competitive basis to anyone who meets the minimum qualifications.
NOTE: Candidates currently on the register need not reapply.

The Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call Eric Magbaleta at (360) 570-6181, TTY(360) 664-0580.

SEND TO: Interested applicants should submit their applications to the Employee Services Office at PO Box 47463, Olympia WA 98504-7463. All applications must be received in Employee Services by the closing date of the bulletin.

SPECIAL NOTE: The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Résumés or attachments will not be accepted in lieu of the employment history under part #4. Your application may not be resubmitted with additional information. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

PRIMARY DUTIES: In the Department of Revenue, audits financial records, accounting records, and underlying source documents of small to medium business firms at the taxpayer's place of business to determine proper tax liability and compliance with statutory and administrative tax authority. Independently schedules, conducts, and closes audits; however, work product is closely reviewed throughout the audit process.

MINIMUM QUALIFICATIONS: One year of experience as a Revenue Auditor 1.

OR

A Bachelor's degree with major study in accounting or a Bachelor's degree in business administration or allied field which includes 30 semester or 45 quarter hours in college-level accounting and one year of professional auditing or accounting experience.

Professional auditing or accounting experience within the Department of Revenue will substitute, year for year, for education, provided the candidate has completed at least 20 semester or 30 quarter hours in college-level accounting.

EXAMINATION PROCEDURE: The examination is a written and an oral test. Both tests measure your knowledge, abilities and aptitudes to perform the duties. We may only allow applicants with the highest written test scores to take the oral exam in accordance with WAC 356-22-090. The time limit for the written test is four hours. We will notify you by mail when and where to appear for the written test. If you are also scheduled to take the oral test, you will be notified when and where to appear to take the test. Bring positive identification with you. We will mail you your scores, but we cannot tell you your ranking on the list of job applicants. The tests will be weighted equally. A passing score is required on each test.

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